



## Recreation & Senior Services Department

100 Civic Center Drive, Bay E- Newport Beach, CA 92660

Phone: (949) 644-3151 — FAX: (949) 644-3155

### **SPECIAL EVENT PERMIT APPLICATION - EFFECTIVE 10/22/2013**

**ONLY COMPLETED APPLICATIONS WITH PAYMENT WILL BE ACCEPTED**

#### **EVENT INFORMATION**

- |  |  |   |                                      |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Casino            | <input type="checkbox"/> Concert Performance | <input type="checkbox"/> Festival           | <input type="checkbox"/> Fundraiser  |
| <input type="checkbox"/> Harbor Activities | <input type="checkbox"/> Live Music          | <input type="checkbox"/> Parade/Processions | <input type="checkbox"/> Race / Walk |
| <input type="checkbox"/> Sale / Expo       | <input type="checkbox"/> Surf Contest        | <input type="checkbox"/> Tournament         | <input type="checkbox"/> Other _____ |

#### **OFFICE USE ONLY**

SEP NUMBER \_\_\_\_\_

LEVEL \_\_\_\_\_

APPLICATION FEE \_\_\_\_\_

Event Title: \_\_\_\_\_ EVENT DATE : \_\_\_\_\_

Estimated Attendance Per Day: \_\_\_\_\_ Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

Admission Fee? ☐ No ☐ Yes - Describe \_\_\_\_\_

Actual Event Hours: \_\_\_\_\_ Set Up/Assembly: \_\_\_\_\_ Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

Break down/Dismantle \_\_\_\_\_ Date: \_\_\_\_\_ Completion Time: \_\_\_\_\_

Location Address (exact address): \_\_\_\_\_

Total Number of Consecutive Days: \_\_\_\_\_ Site Plan Attached: Yes No *(circle)* \_\_\_\_\_

List any streets that require closure for this event: \_\_\_\_\_

#### **APPLICANT & SPONSORING ORGANIZATION INFORMATION**

☐ Commercial ☐ Non- Commercial

Host sponsoring organization(s): \_\_\_\_\_ Contact person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email \_\_\_\_\_

*Please list name, address, phone and email of any professional organizer of event planner hired by you to produce this event:*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

*If professional event organizer is applying for this permit, a letter from the Chief Officer of the organization which authorizes the organizer to apply for this permit is required.*

Responsible person "onsite" day of event: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*Person listed above must be in attendance for the duration of the event and immediately available to City officials.*

**EVENT DETAILS**

Phone number for public event information: \_\_\_\_\_

Describe parking arrangements in detail for event: \_\_\_\_\_ Is plan attached? Yes No (circle)

Is this event open to the public: ☐ No ☐ Yes - Describe

Traffic safety equipment required: ☐ No ☐ Yes - Describe

Provide a detailed traffic plan for road closures: Is plan attached? Yes No (circle)

Describe entertainment & related activities (if not please explain)

Will alcohol be ☐ Served ☐ Sold ☐ No If yes – Contact person Phone:

Will food be ☐ Served ☐ Sold ☐ No If yes – Contact person Phone:

Will food be prepared at event ☐ Yes ☐ No

Will there be a ☐ Drawing ☐ Casino (Company & Contact Person w/phone number)

Will there be sound amplification? ☐ No ☐ Yes – Indoors ☐ Yes – Outdoors

Hours and type of use: \_\_\_\_\_

Describe sound equipment: \_\_\_\_\_

Amplified sound requires an onsite contact person — Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Will there be canopies or tents? ☐ No ☐ Yes – Size and Number

(PERMIT REQUIRED FOR EACH TENT OVER 200 SQ. FT.  
AND/OR CANOPIES OVER 400 SQ. FT.)

Date installed: \_\_\_\_\_ Date removed: \_\_\_\_\_ Name of Supplier: \_\_\_\_\_

Will booths, bleachers, stages or structures be erected? ☐ No ☐ Yes – Describe

Will signs or banners be used? ☐ No ☐ Yes – Describe

(Inflatable signs/banners and searchlights are not permitted in the City of Newport Beach)

Will there be generators, vehicles, boats or other equipment? ☐ No ☐ Yes – Describe

Will there be commercial filming of this event? ☐ No ☐ Yes – Describe

Any other commercial aspects? \_\_\_\_\_

Additional information \_\_\_\_\_

APPLICANT MUST COMPLETE ALL THREE PAGES OF THIS DOCUMENT

I, THE UNDERSIGNED, ACKNOWLEDGE AND UNDERSTAND THAT I AM RESPONSIBLE TO COMPLY WITH THE INFORMATION, RESTRICTIONS AND CONDITIONS OF THE PERMIT WHEN ISSUED. I HEREBY ACKNOWLEDGE RESPONSIBILITY FOR PENALTIES ASSOCIATED WITH NON-COMPLIANCE WITH THE PERMIT CONDITIONS, WHETHER OR NOT I AM PRESENT AT THE TIME OF THE VIOLATION. \_\_\_\_\_ (INITIALS)

I hereby certify the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of Newport Beach, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events, and or criminal prosecution.

Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citations (s), fines and denial of future permit applications.

Print Your Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Method of Payment: ☐ Cash ☐ Check # ☐ Credit Card # \_\_\_\_\_ CVV CODE  
(3 OR 4 DIGIT  
CODE ON BACK  
OF CARD)

Check One: ☐ VISA ☐ AmEx ☐ Master Card Exp. Date: \_\_\_\_\_

Attachments received: ☐ Banner Permit ☐ Insurance Cert & Endorsement Page ☐ Banner Permit  
☐ Tent Permit / Application ☐ Site Plan (outdoor) ☐ Plot Plan (indoor)

Staff Member Receiving Permit \_\_\_\_\_

Attachments: A. Special Event Permit Fees  
B. *When Do I Need A Special Event*

## FEES

NEW FEES EFFECTIVE 10/22/2013

PERMIT	DESCRIPTION	RESIDENT	NON RESIDENT	RESIDENT LATE FEE	NON RESIDENT LATE FEE
<b>LEVEL 1</b> (Level 1 Permits will not be processed without a minimum of 6 full calendar days before event)  Appeal Fee - \$1,596	<ul style="list-style-type: none"> <li>One day event only</li> <li>Less than 1,000 people</li> <li>No road or lane closures</li> <li>No city services needed</li> </ul>	<b>\$444</b>	<b>\$875</b>	<b>\$570</b> Applies when completed permit is submitted with less than 20 full calendar days before event.	<b>\$1,141</b> Applies when completed permit is submitted with less than 20 full calendar days before event.
<b>LEVEL 2</b> (Deposit of \$815 required)  (Level 2 Permits will not be processed without a minimum of 21 full calendar days before event)  Appeal Fee - \$1,596	<ul style="list-style-type: none"> <li>Up to 4 consecutive days including set-up and break down</li> <li>Limited City services required as determined by Recreation Department</li> <li>1,000 – 5,000 attendees over the course of the event</li> <li>Event occurs on public right-of way except parks under reservation</li> </ul>	<b>\$922</b>	<b>\$1,975</b>	<b>\$1,447</b> Applies when completed permit is submitted with less than 60 full calendar days before event.	<b>\$2,885</b> Applies when completed permit is submitted with less than 60 full calendar days before event.
<b>LEVEL 3</b> (Deposit of \$1,746 required)  (Level 3 Permits will not be processed without a minimum of 90 full calendar days before event)  Appeal Fee - \$1,596	<ul style="list-style-type: none"> <li>More than 4 consecutive days including set-up and break down</li> <li>More than 5,000 in attendance over the course of the event</li> <li>Traffic plans required</li> <li>Road closures/ traffic control required</li> <li>City services required</li> <li>Code enforcement required to monitor sound</li> <li>Pre event meeting required</li> </ul>	<b>\$2,617</b>	<b>\$5,001</b>	<b>\$4,494</b> Applies when completed permit is submitted with less than 120 full calendar days before event.	<b>\$8,988</b> Applies when completed permit is submitted with less than 120 full calendar days before event.
<b>BUNDLED</b>	Up to 20 multiple events that are similar in nature at same location in same calendar year (applies to Level 1 and Level 2 Permits only, with Department Director approval).	<b>\$2,901</b>			

**DEPOSIT** — Used to pay for City services for the event or subsequent clean up of the event. Remaining portion will be returned to the event organizer within 30 days after event is completed.

A permit will be categorized in the highest level that includes one or more identifying criteria. (i.e. if event has less than 1,000 attendees but requires limited City services will be a Level 2 Permit.) Final decision of level of permit can be appealed to the City Manager.

If Special Event requires use of a City facility or additional City permits, the event organizer is expected to pay the appropriate fees and charges as they apply to that permit / facility / area.

## WHEN DO I NEED A SPECIAL EVENT PERMIT

If your event/activity is one of the following, it will likely require a special event permit:

- Outdoor concert and entertainment, public or semi-public, dance, recreation, or sporting events.
- Circuses, carnivals, fairs and festivals.
- Farmer's Markets and swap meets.
- Walks, runs, athletic, bicycle and vehicle races and rides.
- Organized / Sponsored vehicle and boat shows
- Sales event outside the normal sales area of a business, such as a sidewalk and parking lot sales and other special promotions.
- Auto dealer sales events involving promotional attractions such as barbecues, tents, canopies, special signage, and similar facilities.
- Fireworks display
- Street fair, craft show on a residential or commercial right-of-way which is likely to obstruct, delay or interfere with normal flow of pedestrian or vehicular traffic.
- Car washes whereby the public is encouraged to attend.
- Outdoor amplified sound.
- Other events as described by NBMC 11.03.
- Harbor activities and events.

FOR SPECIFIC QUESTIONS PLEASE CALL 644-3151 AND SPEAK TO THE SPECIAL EVENT PERMIT COORDINATOR.

## HOW SOON SHOULD I START THE PROCESS?

Level 1	— 1 to 2 months prior to event	Level 3	— 6 to 9 months prior to event
Level 2	— 3 to 4 months prior to event	Bundled	— at least 6 weeks prior to your first event

## TERMS AND EXPLANATIONS TO HELP YOU FILL OUT YOUR SPECIAL EVENT PERMIT APPLICATION

### Alcohol Service

Please be sure to describe the type of service you are planning. The following are examples:

- Free/host alcohol –alcohol is covered in the cost of the event, no sales at the event
- Alcohol sales – all alcohol is sold at the site
- Host and alcohol sales – a portion of the alcohol is included (i.e. one free drink with ticket) and the remainder is purchased by the participants
- Beer only
- Beer and wine
- Full bar offered

### Amplified Sound

If your event has amplified sound but is NOT open to the public, you may only be required to have an amplified sound permit. Otherwise please see "noise" below.

### Applicant

This must be the Chief Officer or Host Org representative authorized by the organization to apply for the event.

### Banners

Any banners, pennants, flags, signs, streamers, and other similar devices are also regulated and must be listed on your permit application. Permits are required for banners on public property and in some cases these permits can take 4-6 weeks to acquire.

### Business License Requirement

The event organizer and all businesses affiliated with an event in Newport Beach are required to pay a Special Events Temporary Business License. The special event organizer shall provide the Revenue Division with a roster of each vendor, exhibitor or other event service provider involved in its special event to the City as part of its Special Events Permit Application. The special event organizer shall collect the apportioned business license from each vendor, exhibitor or other event service provider and remit the payments to the City prior to the event date. Should the organizer or a participant in your event hold a valid of Newport Beach Business License Tax Certificate, you will not be required to collect or submit a tax payment; however you are still required to list that business on the required roster. No waiver shall be authorized if the special event organizer fails to provide a roster. In the absence of the waiver, each individual vendor, exhibitor or other event service provider may be required to pay the full amount of the apportioned business license tax rate. We request that you complete the Special Events Temporary Business License and roster attached and submit with payment. Should you have any questions, please call 949-644-3140.

## WHEN DO I NEED A SPECIAL EVENT PERMIT (continued)

### Selling Tangible Items

Any participant desiring to engage in conduct as a seller is required by law to file with the State Board of Equalization and obtain a resale certificate. Each out of City seller shall comply with the reporting of sales tax and are required by law to inform the State Board of Equalization of their "Temporary Sales Location". The City of Newport Beach may request from each seller a copy of their Temporary Sales Location permit issued by the State Board of Equalization.

### Casino Games or Drawings

Any casino games or drawings must be declared in the permit, as they require special rules and regulations. There is no gambling in the City of Newport Beach at any time.

### Entertainment and Related Components

It is the event organizer's responsibility to be sure all activities comply with City of Newport Beach noise ordinances. Please be aware that loud and unreasonable noise is a violation of NBMC 10.28 and 10.32. A police or code enforcement officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly or risky behavior. The following must be listed in your description of entertainment:

- Musical entertainment features
- Number of stages, including height and size
- Number of performers and type of music
- Sound checks – time and date
- Sound amplification used, yes or no
- Dancing permitted (yes or no)
- Fireworks (additional permit required)
- Signs, banners or decorations
- Lighting

### Food Service

Please be sure to describe the type of service you are planning. The following are examples:

- Free food to participants
- Food booths with food sales
- Food cooked off site and brought in
- Gas grills only
- Charcoal grills
- Electric cooking appliances
- Propane

### Insurance

Before the final permit can be mailed all the proper insurance documentation must be received and approved by the City's Risk Manager. Applicant may be charged for extra time spent on follow-ups for incomplete or inadequate insurance submissions. Please read all the requirements carefully.

### Marketing Plan

This is a description of how you intend to inform the public about your event. It can be brief and general, but include the date you intend to start publicity. It is strongly suggested that publicity not start until you have secured your event permit.

### Noise and Amplified Sound

The City of Newport Beach has several noise ordinances that regulate the use of amplified sound at Special Events. Having a Special Event Permit does not give the permit holder "permission" to violate the City Ordinances. All permit applicants are encouraged to work with sound engineers to make every effort to keep the noise produced by the event within the confines of the property site. Code enforcement officers can be required to make sound checks for events at your expense. A citation can be issued if your event is not in compliance with noise ordinances. It is highly suggested that event organizers maintain volume control over all entertainment in order to comply with direction from police or code enforcement officers. In most cases limited outdoor amplified sound will be allowed only during the hours of 8am to 10pm.

### Notice to Community

If you are required to notice the community, you must provide a copy of that notice a minimum of three weeks prior to the event to the Recreation Services office. All notices must be distributed at least two weeks prior to the event. Homeowner Association information can be obtained from the Planning Department at 644-3225.

### Onsite Contact

This is the name and phone number of a person who will be at the event, with a cellular phone and can be contacted if needed during the event.

## WHEN DO I NEED A SPECIAL EVENT PERMIT (continued)

### Permit Conditions

Upon issuance of a permit, a number of “conditions” will be listed as part of your permit. These conditions must be followed during the course of your event. These conditions are required by law to be adhered to by the permit holder and any vendors or subcontractors involved in the event. Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citations (s), fines and denial of future permit applications.

### Plot Plan

For indoor events, a detailed drawing of all fixed and movable objects is required. Drawing should include: fire exits, food tables, etc.

### Runs or Races

According to City Council Policy B-8, the City of Newport Beach limits runs, races or bicycle events to no more than twelve (12) per year. Before applying for such an event, please check with Recreation Services staff on availability.

### Road Closure

Any portion of a street or alley that will be blocked for vehicle or pedestrian traffic.

### Set-up/Break-down

This will describe the time or area needed for setting up the event. Please include the hours anticipated for both set up and break down. If you require sound checks, the time and date must be included in your application.

### Surf Contests

In accordance with City Council Policy B-8, the City of Newport Beach is limited to eight surf contests per year and no more than six in any one location. Please check with staff prior to planning your event for availability of dates. Surf contests are not permitted during the summer months.

Site Plan and/or Route Map – To ensure proper review of your event, it is required that you submit a site plan for your event. This is applicable for moving routes and fixed venues. Based on your event site plan and components, the Fire Department may require an inspection of your venue at your cost before or during the event. Please include all portable structures, stages, bleachers, tables, tents, etc in your plan. A detailed narrative should supplement your site plan or route map.

Please include if applicable:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue. Include the direction of travel if it is a moving event.
- Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision for a minimum of twenty-foot emergency access lanes throughout the event venue.
- Location of first aid facilities and ambulances
- Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking arenas, trash containers and dumpsters and other temporary structures.
- Detail of food booths and cooking area configurations.
- Generator locations and source of electricity.
- Placement of vehicles and/or trailers
- Exit location for outdoor events that are fenced or within tent or tent structures
- Identification of all event components that meet accessibility standards
- Parking and shuttle plan
- Other related components not listed above.

### Traffic Plan

If there are any road closures, a detailed traffic plan is required. This detailed plan shall include all the routing plans for traffic and any barricades, signs or police or volunteer locations. This plan must be signed off by a certified traffic engineer for major road closures for races and or runs.

### Trash Removal

Describe how you plan to pick up and remove trash generated by the event.

### Water Quality

The City of Newport Beach expects all contractors, permittees and events to follow the City Water Quality Guidelines. Please refer to NBMC 14.36 or to [www.cleanwaternewport.com/](http://www.cleanwaternewport.com/) for information regarding water quality regulations.



CITY OF NEWPORT BEACH  
**REVENUE DIVISION**  
100 CIVIC CENTER DR • P.O. BOX 1768  
NEWPORT BEACH, CA 92658-8915  
(949) 644-3141  
RevenueHelp@newportbeachca.gov  
http://www.newportbeachca.gov/Revenue

**SPECIAL EVENT TEMPORARY  
BUSINESS LICENSE TAX APPLICATION**

OFFICE USE ONLY

BUSINESS NUMBER

LICENSE NUMBER

The event organizer and all businesses affiliated with a permitted Special Event in the City of Newport Beach are required to pay a Special Events Temporary Business License Tax.

The event organizer shall provide Revenue Division with a roster listing each vendor, exhibitor or other event service provider involved in its Special Event as part of its Special Events Permit Application. The event organizer shall collect the Special Events Temporary License tax from each vendor, exhibitor or other event service provider and remit the payments to the City prior to the event date. Should the organizer or participant in the event already hold a valid Newport Beach Business License Tax Certificate, the organizer is not required to collect or submit a tax payment for that particular participant. However, that participant must still be listed on the roster.

If the event organizer fails to provide the roster, each individual vendor, exhibitor or other event service provider may be required to pay the full amount of the apportioned business license tax rate.

Please complete the Special Events Temporary Business License roster and submit with the tax payment. If you require more information, please call 949-644-3141.

PLEASE PRINT CLEARLY IN **BLACK INK**. ILLEGIBLE APPLICATIONS WILL BE RETURNED.

1. Event Name \_\_\_\_\_  
Maximum 30 characters
2. Location Address \_\_\_\_\_
3. Event Organizer Phone # (\_\_\_\_) \_\_\_\_\_
4. Email Address \_\_\_\_\_
5. Event Organizer Mailing Address \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_
6. Web Site Address \_\_\_\_\_
7. Event Start Date in Newport Beach \_\_\_\_\_
8. End Date in Newport Beach \_\_\_\_\_
9. Type of Event \_\_\_\_\_
10. Event Organizer Contact Person \_\_\_\_\_

11. Total number of vendors, exhibitors or event service providers \_\_\_\_\_ x \$21.00\* = \$ \_\_\_\_\_ **Total Amount Due**  
Make checks payable to City of Newport Beach. These rates are valid from July 1, 2013 through June 30, 2014

15. I hereby certify under penalty of perjury that I am authorized to make this statement and the information provided on this application is true and correct. I also certify that I have read and understood this application.

Applicant's Signature

Date

Applicant's Name (Printed)

Title

\*Amount includes \$1.00 State Mandate Fee.

On September 19, 2012, Governor Brown signed SB 1186 into law. This Bill adds a mandated state fee of \$1 on any applicant for a local business license or renewal. The fee is to increase disability access and compliance with construction related accessibility requirements and develop educational resources for businesses in order to facilitate compliance with federal and state disability laws.

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx).

The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov).

The California Commission on Disability Access at [www.cdda.ca.gov](http://www.cdda.ca.gov).



## SPECIAL EVENTS TEMPORARY BUSINESS LICENSE ROSTER

Event: \_\_\_\_\_ Event Organizer Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event Organizer Phone # \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Organizer Email \_\_\_\_\_

**List all vendors, exhibitors, service providers and trades, affiliated with the Special Event. (Bands, DJ's, Coordinators, Photographers, Caterers, Security, Cleaning Crews, Party Rental, Bounce Houses, etc.) Please refer to back side for all vendors. Please use additional sheets if necessary**

[illegible]

## SPECIAL EVENTS TEMPORARY BUSINESS LICENSE ROSTER

(Continued)

[illegible]